

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers **DATE:** October 27, 2003
FROM: Lawrence C. Franklin, Jr., State Controller
SUBJECT: REVISED A-88 FORM ON WEB SITE

There is currently an A-88 Payroll Adjustment Form on my web site for use by agencies to submit to my office for posting payroll adjustments to employee payroll checks. This form on my web site has been revised and now contains formulas that will calculate "**gross amount**" or "**O/T no retirement amount**" automatically, based upon amounts entered in the preceding columns.

One of the potential adjustments that can be made is for "substitute shift differential." Included in the formula to calculate "**gross amount**" is *the hourly rate of \$0.65 for substitute shift differential (as of 6/29/2003)*. I used this amount because the hourly rate for substitute shift differential for ALL unions, EXCEPT the NURSES' UNION, is \$0.65. *The NURSES' UNION hourly rate is \$0.75 (as of 6/29/2003)*.

WHEN YOU USE THE NEW A-88 FORM, **AND YOU HAVE TO POST AN ADJUSTMENT FOR SUBSTITUTE SHIFT DIFFERENTIAL FOR A MEMBER OF THE NURSES UNION, YOU MUST REVISE THE HOURLY RATE IN THE FORMULA TO \$0.75 INSTEAD OF \$0.65.**

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CPO:04-06